

Preparing a Resume

BOOKS at Muskego Public Library

Knock 'em dead cover letters: great letter techniques and samples for every step of your job search. (2016)

650.142 K72 2016

Knock 'em dead resumes. Yate, Martin John. (2016)

650.142 K72R 2016

Modernize your resume: get noticed ... get hired,

Enelow, Wendy S. (2019) 650.142 E56M

Resumes for dummies. (2019) 650.142 D281R 2019



COMMUNITY RESOURCES

Goodwill Workforce Connection Centers



Bay View
153 West Oklahoma Ave.
Milwaukee, WI 53207
Phone: (414) 847-4740

Resume/cover letter assistance is available as well as resume and cover letter document storage through the new Workforce Connection Center Career Portal

Waukesha County Technical College Career Connections



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Resume Review (Requires Appointment)

Do you have a resume that needs feedback? Schedule an appointment for a 20 minute review by professional development staff, by calling 262-695-7848 or email careers@wctc.edu.

INTERNET

Jobcenterofwisconsin.com—Create/Edit your resume through Job Seekers link

www.careeronestop.org - see *Resume Guide* in Job Search section

www.dummies.com Select *Learn by Category*, click on *Careers* and enter resumes in search box

<https://libguides.wctc.edu/careerconnections> - choose resume and cover letters



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MUSKEGO PUBLIC LIBRARY DATABASES



Gale Courses are available through the *Muskego Public Library* website. Choose the *eResources* link on the home page, then click on the *Gale Courses* icon.

Online Learning

Instructor-Led Courses

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Enroll in the **Resume Writing Workshop** and discover the secret to transforming your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume.

GALE
COURSES



Cypress
R E S U M E

Cypress Resume is available through the *Muskego Public Library* website. Choose the *eResources* link at the top of the main page, then click on the **Bridges Library System** icon to get to Online Databases. (bridgeslibrarysystem.org/databases/) Click on the **Cypress Resume** link in the Job Search Help category. You will need to provide your library card number to enter the site.



With **Cypress Resume**, you can create a professional resume in three quick and simple steps!

- Choose from 20,000 statements
- Tailor your work to showcase your strengths
- Quickly create cover letters and reference pages
- Download, edit, publish, save, and update

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More MUSKEGO PUBLIC LIBRARY DATABASES

EBSCO LearningExpress® LearningExpress Library®

Learning Express Library is available through the Muskego Public Library website. Choose the **eResources** tab on the home page, then click the **Bridges Library** icon to get to Online Databases. (bridgeslibrarysystem.org/databases/) Click **Job Search Help**. Choose the **Learning Express Library** link. The **Use at Home** link will ask for your library card number.



The tutorial **Great Resumes** will help you explore what a resume is and the different resume sections and their uses, find the right format for you, learn about keywords and action words, view sample resumes, and more.

The tutorial **Great Cover Letters** tutorial will help you through each step of the cover-letter creation process. Explore all the different elements of an effective cover letter, learn what you should include and what format works best for you, view sample cover letters, and more.



Access **HelpNow** through the **Muskego Public Library** website. Select the **eResources** tab on the home page, then click on the **Help Now** icon.

Library card holders can enter their CAFÉ card number on the home page, then select the **Adult Learners** tab. Select **Write a Winning Resume** to access the resume lab and follow these steps:

1

Access **Online Resources** for **Examples and Resources**, including links to resume templates, tips and a tutorial. Transitioning from military to civilian life? Choose one of many links to articles on resume and interviewing help for veterans.

2

Get Help—Once you have prepared a resume draft, you can upload it and a writing expert will edit and return your resume within 24 hours.

3

Discuss— Connect with a Brainfuse online instructor and get live resume help.

